



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
MOTOR VEHICLE INSPECTOR III	27	E	11.430
MOTOR VEHICLE INSPECTOR II	25	E	11.431
MOTOR VEHICLE INSPECTOR I	23	E	11.433

SERIES CONCEPT

Positions allocated in this series perform vehicle inspection work by checking public and confidential vehicle identification numbers (VIN), assigning VIN's to vehicles that are homemade or where the number has been damaged, researching vehicle ownership, and performing a variety of safety inspections to enforce the laws and regulations specified in chapter 484 of the NRS.

Inspect VIN's to ensure correct registration of vehicle and reduce the incident of theft and sale of stolen vehicles and parts; assign VIN's to vehicles that are homemade or where the number has been damaged or obliterated; ensure proper identification of the vehicle's origin through research of ownership and registration information.

Perform safety inspection of rebuilt, reconstructed, salvaged and homemade vehicles to determine compliance with State laws regarding safety requirements and to ensure safety equipment is operational. Mechanical vehicle citations issued by law enforcement agencies are inspected and certified as repaired.

Perform appraisals of vehicles for sales tax, bankruptcy and lien sales purposes utilizing established guidelines in estimating value according to Kelly Blue Book.

Perform related duties as assigned.

CLASS CONCEPTS

Motor Vehicle Inspector III: Under general supervision, incumbents serve as first-line supervisors for a work unit of Motor Vehicle Inspector II's and, in addition, perform the most difficult inspections and resolve customer complaints regarding the inspection and appraisal of vehicles.

Motor Vehicle Inspector II: Under general supervision, incumbents perform the full range of duties in the series concept and may perform in a lead capacity for lower level inspectors to provide training and direction in the absence of the immediate supervisor. On a limited basis, may conduct off-site appraisals of abandoned vehicles for lien sale purposes or to issue junk certificates. This is the journey level in the series.

Motor Vehicle Inspector I: Under direct supervision, incumbents receive training in performing the duties described in the series concept. Incumbents progress to the next level in the series upon successful completion of the training period and with the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS

SPECIAL NOTES & REQUIREMENTS:

- * Some positions in this class require possession of a valid driver's license throughout employment.

MOTOR VEHICLE INSPECTOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of related work experience that involved the application of semi-skilled automotive maintenance and/or inspection work which included public contact; **OR** one year of work experience as a Motor Vehicle Inspector II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: motor vehicle appraisal techniques; motor vehicle safety inspection procedures; vehicle equipment laws and regulations; manufacturer's VIN attachment and stamping characteristics; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Nevada motor vehicle registration documents including bill of sale, duplicate ownership certificates, dealer's report of sale, and manufacture's certificate of origin, dismantling and junk certificates. **Working knowledge of:** supervisory techniques and practices. **Ability to:** assign work and evaluate employee performance.

MOTOR VEHICLE INSPECTOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education (GED) and two years of related work experience that involved the application of semi-skilled automotive maintenance and/or inspection work which included public contact; **OR** one year of work experience at the Motor Vehicle Inspector I level in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: vehicle appraisal techniques; vehicle safety inspection procedures; vehicle equipment laws and regulations. **Ability to:** prepare all required forms and paperwork to process inspected vehicles; maintain and submit accurate monthly transactions reports with limited assistance; work independently and follow through on assignments with limited direction; and analyze a situation and take a logical course of action; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (typically acquired on the job);

Knowledge of: manufacturer's VIN attachment and stamping characteristics; Nevada vehicle registration documents including bill of sale, duplicate ownership certificates, dealer's report of sale, and manufacturer's certificate of origin, dismantling and junk certificates; the processing and disposal of abandoned vehicles; and lien sales procedures. **Ability to:** work closely with the bureau of enforcement investigators; determine discrepancies in vehicle records when compared to physical inspection; provide training to lower level motor vehicle inspectors; make preliminary identification of altered VIN's; reconstruct VIN's utilizing existing resources; and identify and verify title authenticity.

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MINIMUM QUALIFICATIONS (cont'd)

MOTOR VEHICLE INSPECTOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education (GED) and one year of related work experience that involved the application of semi-skilled automotive maintenance and/or inspection work which included public contact; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: automobile body parts; and safe working procedures. **General knowledge of:** the name and function of major vehicle components and systems; personal computers in order to access computerized vehicle information. **Ability to:** follow oral and written instruction; establish and maintain cooperative working relationships with co-workers and the public; read and interpret policy and procedure; accurately copy, post and transcribe data; communicate effectively to obtain information and explain data; demonstrate proficiency utilizing a variety of hand and power tools for the inspection of vehicles; work outdoors in variable weather conditions; maintain records and compile information to prepare reports. **Skill in:** detecting mechanical problems in the inspection of vehicle safety devices.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (required at time of application:

Knowledge of: the location of public serial numbers on a wide variety of motor vehicles; State laws, department regulations and appropriate documentation required regarding the registration of vehicles; the different divisions of the department to obtain information and/or direct questions; the proper procedure to apply Nevada assigned vehicle identification numbers; and vehicle equipment laws and regulations. **Ability to:** research and obtain vehicle registration information utilizing law enforcement databases; thoroughly inspect vehicles for appropriate safety equipment; operate a vehicle weight scale; receive and store vehicle license plates properly; interact diplomatically with vehicle owners to explain policies and resolve complaints; and determine the make, model and year of vehicles inspected.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.430</u>	<u>11.431</u>	<u>11.433</u>
ESTABLISHED:	8/3/98R 3/23/99UC	1/1/61	7/1/95P 9/16/94PC
REVISED:		7/1/67	
REVISED:		12/19/85-12	
REVISED:		7/1/95P 9/16/94PC	
REVISED:		8/3/98R 3/23/99UC	8/3/98R 3/23/99UC